

STAFFORD COUNTY SCHOOL BOARD

Agenda Consideration

TOPIC: Award of Contract: Roof
Survey

ITEM NO.: 9D

PREPARED BY: Kristina Walters
Facilities Assessment
Engineer

MEETING: December 13, 2005
March 28, 2006
April 12, 2006

ACTION DATE: April 12, 2006
INFORMATION ONLY:

Scott Horan,
Executive Director
Planning & Construction

Andre' A. Nougaret,
Assistant Superintendent
for Support Services

ACTION REQUESTED BY THE SUPERINTENDENT: That the School Board approve the award of a professional service contract to Roof Consulting Services (RCS) of P.O. Box 9747, Richmond, Virginia 23228 to negotiate costs of conducting a comprehensive roof survey/assessment of school district facilities.

KEY POINTS:

1. On December 13, 2005 staff provided an update to the School Board on the Facilities Assessment Program. The roof survey/assessment effort is the first phase of executing this program.
2. The purpose of the roof survey/assessment will be to ascertain the present condition of all SCPS roofs, develop a sound management program to track and plan future roof repairs/replacements and establish cost estimates (programming level) to feed the Capital Improvement Program. The roof survey/assessment effort may include comprehensive surveys, non-destructive testing, and development of roof condition scores, prioritizing of roof repairs/replacement and data base development/implementation.
3. The roof survey/assessment RFP was advertised through the Stafford County Purchasing Department in January 2006. Proposals were received on February 15, 2006. Ten (10) consulting firms submitted proposals. An evaluation committee comprised of members from SCPS and Stafford County staff reviewed and scored the proposals. The top two scored consulting firms provided presentations on March 31, 2006. The evaluation committee selected RCS based on their presentation, understanding of the project requirements, past performance and experience. On April 3, 2006 staff met with RCS and negotiated a fee schedule (see attached). This fee schedule will be part of the contract.
4. Funding in the amount of \$100K was identified for Facilities Assessment efforts in the FY06 Annual Operating Budget. Roughly \$65K is still available and unencumbered.

5. If approved by the School Board, staff plans to award the professional services contract to RCS in April 2006. Upon contract award, staff plans to request a cost proposal from RCS to conduct roof survey/assessments on all roofs in the SCPS inventory. The cost of this effort will be presented to the School Board in the form of an agenda item for approval.

SCHOOL BOARD GOAL: #5 – Provide facilities that promote student learning and and community support.

#7 – Provide school environments where teachers are safe to teach and students are safe to learn

FUNDING SOURCE: FY06 Annual Operating

AUTHORIZATION REFERENCE: Stafford County School Board Policy 4-32

February 2006